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Approved For Release 2003/04/29 : CIA-RDP87-00058R000200070013-0 15 FEB 1980

INFORMATION
SERVICES
STAFF

15 FEBRUARY 1980

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INTRODUCTION

This paper contains a brief description of the history and activities of the Information Services Staff (ISS). ☐

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The Staff was officially formed on 14 June 1979 by combining four existing O-DDA elements: (1) the Information Systems Analysis Staff (ISAS); (2) the Information and Privacy Staff (IPS); (3) the CIA History Staff; and (4) the O-DDA staff position of Assistant for Information (AI/DDA). ☐

The resulting line organization consists of four divisions plus the History Staff and has approximately ☐ or part-time employees. ☐

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INFORMATION SERVICES STAFF (ISS)

Overall Functions

Responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order (E. O.) 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

Office of the Chief

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Office (ISOO).

Executive Staff

Provides daily administrative support to the Chief and Deputy Chief, ISS; clerical support; logistical support (i.e., procurement, space management, etc.); financial planning and budgeting; ADP advice and planning; personnel management advice, planning and support; records management.

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CIA History Staff

Maintains the Historical Document Index pertaining to the Agency's institutional growth; maintains the collection of published Agency histories; provides support to internal CIA requesters and historical offices of other government agencies regarding requests of historical nature; and conducts research and writes history of major Agency activities.

Classification Review Division

Manages the Agency program for systematic classification review under E. O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; and maintains liaison with other U.S. government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

Information and Privacy Division

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E. O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other government agencies regarding the processing of requests; and prepares reports for Congress or other governmental elements as required by law or Executive Order.

Regulations Control Division

Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for DCI, DDA, or DDO approval.

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Records Management Division

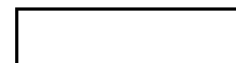
Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E. O. 12065.

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ORGANIZATION



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k. INFORMATION SERVICES STAFF

(1) MISSION

- (a) The Chief, Information Services Staff is responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.
- (b) The Chief, Information Services Staff (ISS) is designated the Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist, and the officer responsible for liaison with the National Archives and Records Service (NARS) and its Office of the Federal Register. The Chief, ISS is authorized to redelegate in writing these responsibilities to other individuals on the staff. The Chief, ISS also serves as Head of the MI Career Sub-Group; DDA representative to the Public Affairs Advisory Group and the Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and the Agency's focal point for contact with the Information Security Oversight Office.

(2) FUNCTIONS. The Chief, Information Services Staff directs:

- (a) **The Records Management Division (RMD).** Through its components this division directs the Agency Records Management Program which provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; and facilitates the segregation and disposal of records of temporary value. RMD also is responsible for the Agency Security Classification Program as required by Executive Order 12065. The chief of the division serves as the DDA Records Management Officer.
- (b) **The Information and Privacy Division (IPD).** This division receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of Executive Order 12065. IPD reviews the requests to determine if sufficient information has been provided to initiate a records search; acknowledges receipt of requests within statutory time requirements; assigns records search and/or review tasks to appropriate Agency components, and provides guidance to them on the interpretation of requesters' queries and on sanitization and release of materials; prepares responses to requesters with the assistance of components that maintain the requested records; assesses processing fees or waives fees as appropriate; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive order.
- (c) **The Classification Review Division (CRD).** This division manages the Agency program for systematic classification review under Executive Order 12065. CRD establishes systematic classification review guidelines, develops and implements systematic classification review procedures, and prepares classification guides in coordination with other Agency components and the Agency Security Classification Officer. CRD also maintains liaison with other U.S. Government agencies concerning the systematic review of permanent records over which they or the Agency have classification jurisdiction.



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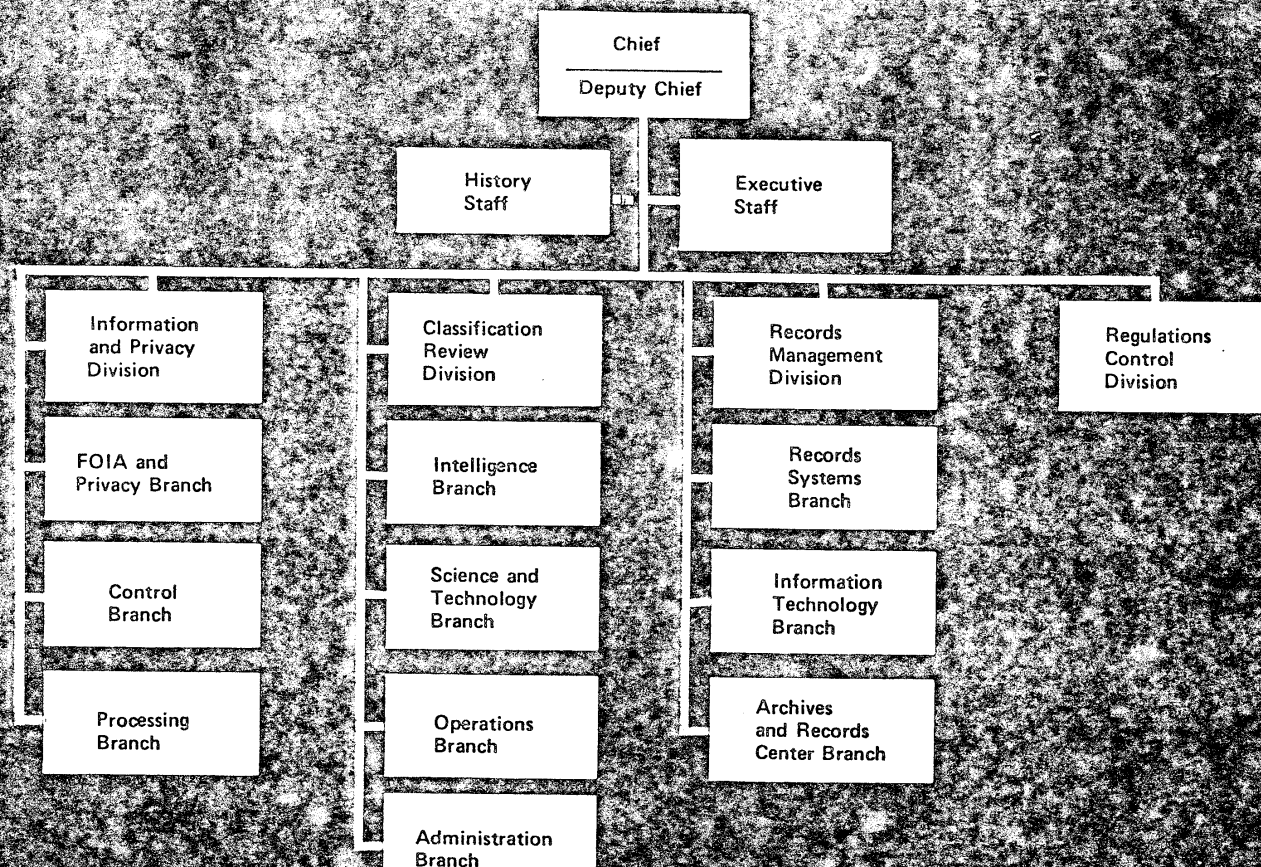
- (d) The Regulations Control Division (RCD). This division directs and monitors the processing, coordination, and publication of Agency regulatory issuances. RCD is responsible for maintaining editorial standards, working directly with initiators and coordinators of regulatory issuances to resolve substantive differences during coordination, ensuring that time limits imposed by for completing the regulatory process are adhered to, and preparing coordinated regulatory issuances for the Director of Central Intelligence, Deputy Director for Administration, or Deputy Director for Operations approval.

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(3) ORGANIZATION. See organization chart, figure 26.

I. Not Used.

Information Services Staff



CLASSIFICATION REVIEW DIVISION

The Classification Review Division (CRD), with ☐ full-time positions, is responsible for the centralized direction, conduct, and management, including maintenance of appropriate records systems, of the Agency program for systematic classification review required under Executive Order 12065:

- ° Develops, coordinates and maintains declassification guidelines;
- ° Prepares classification review procedures and takes action, as appropriate, to retain classification, declassify, downgrade, or upgrade information over which the Agency has classification jurisdiction;
- ° Recommends to the DCI that he certify information requiring classification protection beyond 20 years, or 30 years in the case of foreign government information, and advises Agency components concerning declassified permanent CIA and predecessor organization documents which may be accessioned to the National Archives and Records Service;
- ° Assists the Archivist of the United States in reviewing for declassification those documents and information in the permanent holdings of the National Archives for which CIA has original or final classification authority;
- ° Maintains liaison with other U.S. government agencies or departments that hold classified Agency records and copies thereof or whose own classified records or copies thereof may be included in Agency records;
- ° Develops and maintains, in coordination with other Agency components and the Agency Security Classification Officer, the classification guides specified in the Order;

° Performs other classification review responsibilities delegated by senior Agency management, including review of official Agency publications, texts of oral presentations, or testimony by current or former Agency officials;

° Review of manuscripts and texts of oral presentations submitted to the Agency for clearance by present or former employees;

° Review of Agency materials involved in litigation; and

° Review of galley proofs made available by the Department of State prior to issuance in the unclassified series, "Foreign Relations of the United States." ☐

The CRD also operates separately a special unit of contract employees to conduct a program for systematic classification review of OSS records, including maintenance of appropriate records systems. ☐

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Significant Activities of Support Management During 1979:

Classification Review Division/ISS

- review of some 640,000 pages as part of the 20-year declassification program with the resultant declassification of nearly 13,000 pages;
- review of some 56,000 pages of other materials, i.e., employee and other manuscripts, galley proofs in the State Department "Foreign Relations of the United States" series, other miscellaneous review;
- preparation and issuance of classification guides for the four Directorates of the Agency; preparation of the Agency declassification guidelines;
- preparation of papers approved by the Archivist of the United States exempting unevaluated intelligence reports from declassification;
- preparation of papers approved by the D/ISOO and adopted for the Intelligence Community increasing the systematic review interval from 10 years to 30 years for several categories of information;
- input to the National Archives and Records Service declassification guidelines for foreign government information;
- development of procedures for review and coordination of State Department galley proofs for publication in the "Foreign Relations of the United States" series;
- developed new guidelines for systematic review of OSS records with a view of accessioning these records to NARS; about 930,000 pages were processed from January - October 1979.

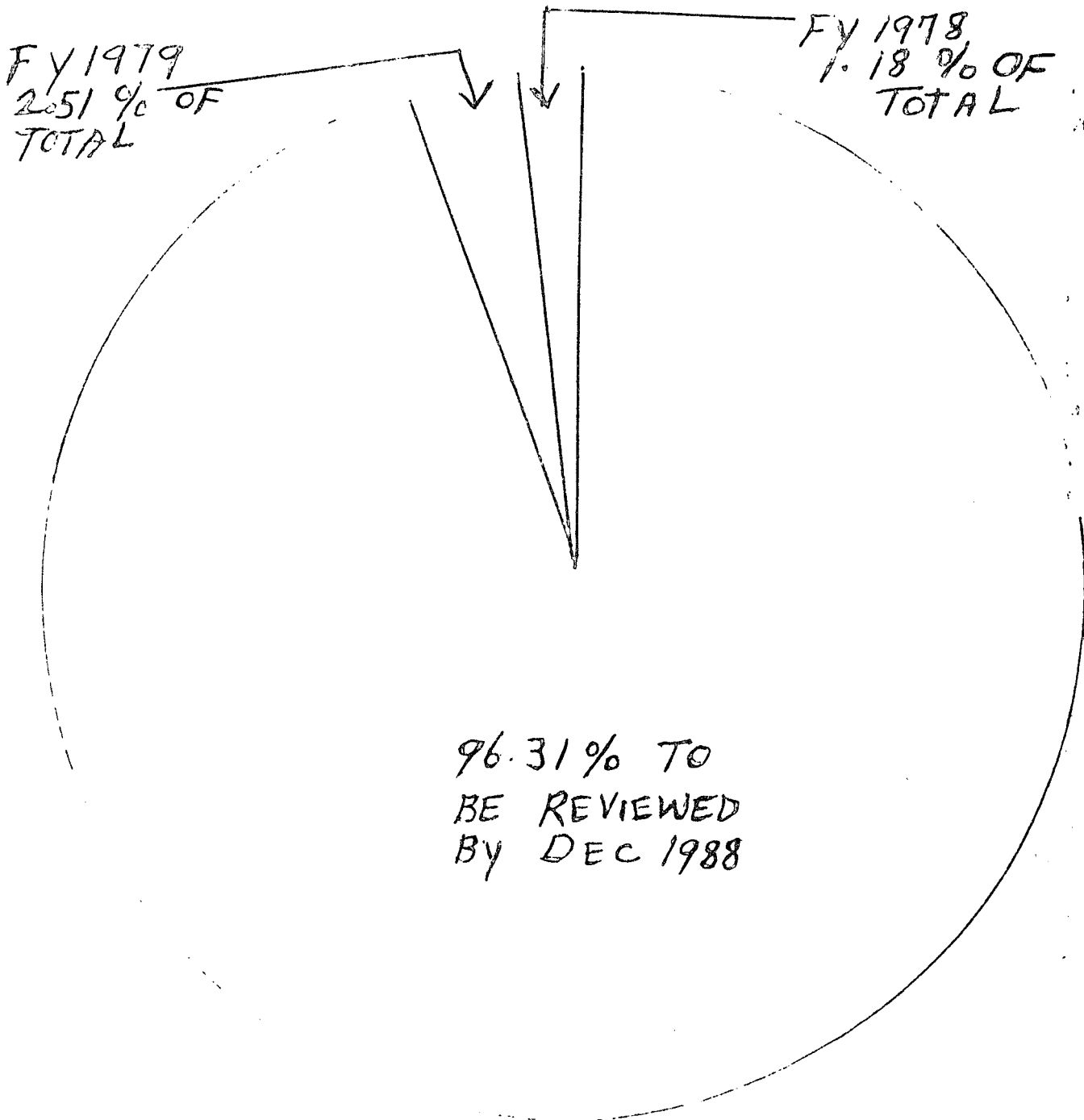
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PROGRESS IN REVIEW OF 25.4 MILLION PAGES



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THE RECORDS MANAGEMENT DIVISION

The Records Management Division, with ☐ full-time positions, comprises three branches: The Records Systems Branch, the Information Technology Branch, and the Archives and Records Center Branch. ☐

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The division through these components directs the Agency Records Management Program. This is an active program covering the life cycle of records from creation, through their maintenance as active files, to their final disposition either through destruction or preservation as archival materials. The Agency Records Management Program provides for effective controls over the creation, maintenance and use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; and facilitates the segregation and disposal of records of temporary value. ☐

The records management function as carried out by the Records Management Division is important because records creation and maintenance consume significant portions of salaries, space, and equipment allocated to administrative activities within the Agency. A well run program is necessary to safeguard essential records and will conserve office space, money, materials, and manpower. Moreover, an effective records management program is required by law. ☐

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The Records Systems Branch, with eight positions, provides guidance and assistance to Agency components on records management matters and develops standards, procedures, and techniques that apply to the life

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cycle of records. The branch also conducts component records reviews and assists in the development and approval of records control schedules. Additionally, the branch is responsible for the Agency classification program, as required by Executive Order 12065, and for programs relating to reports and forms management, records equipment, vital records, correspondence, and records management training. ☐

The Information Technology Branch, with ☐ positions, manages the Agency micrographics program and supports the records management function through a computer-based management information system. In the micrographics area, the branch coordinates technical developments with Agency components, assists in developing new applications, and maintains an equipment and applications inventory. In the automated systems area, the branch also provides assistance to the Information Services Staff in the application of information technology to solve records management problems, and performs systems analysis of office automation programs with emphasis on records systems. ☐

The Archives and Records Center Branch, with ☐ positions, provides for the economical storage of records not currently active but retained for future use and for ultimate destruction or transfer to the National Archives. This function frees high-cost office space for other utilization, provides better care and control of inactive records, and preserves records of permanent value. The branch comprises the Accessioning Section, Reference Section, and the Disposition and Archives Section which together carry out the branch's function. The total capacity of the records center is 133,500 cubic feet of materials. ☐

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REGULATIONS CONTROL DIVISION

The Regulations Control Division (RCD) consists of ☐ full-time staff employees and manages the Agency regulatory system on behalf of the Deputy Director for Administration. The processing of all Agency regulatory issuances involves:

- ° Ensuring proper form and content;
- ° Establishing and maintaining editorial standards;
- ° Reviewing regulatory issuances to prevent duplication, conflicts, and inconsistencies;
- ° Maintaining the Agency's official record of coordination and approval of regulatory issuances;
- ° Initiating regulatory issuances as appropriate;
- ° Determine when coordination is required and monitor the coordination effort;
- ° Publish Agency regulatory issuances after they have been approved by the DCI, DDCI or by the DDA for headquarters issuances and the DDO for field issuances;
- ° Oversee the distribution of regulatory issuances; and
- ° Monitor other component directives based on Agency regulatory issuances to ensure their compliance with Agency policy. ☐

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Major activities:

a. RCD normally processes more than 100 regulatory issuances each month. Those issuances signed by or prepared for the DCI or DDCI and those which the DDA requests priority handling are processed within 24 hours for publication. ☐

b. RCD's MBO objective is to update all Agency regulatory issuances which include: 17 headquarters regulations, ☐ 12 headquarters handbooks, and ☐ ☐

c. RCD acts as referent authority for all Agency regulatory issuances, past and current; oversees distribution and determines the scope of circulation for each issuance depending on content; and notifies appropriate components when revisions to regulations are necessary. ☐

Coordination:

Regulatory proposals generally will be sent to the Agency coordinators for comments and suggestions. The Agency coordinators are:

- ° Office of the Director
- ° The Deputy Directors
- ° The General Counsel
- ° The Inspector General
- ° The Comptroller
- ° The Legislative Counsel ☐

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INFORMATION AND PRIVACY DIVISION

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This division, with ☐ full-time employees, receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of Executive Order 12065. This is accomplished by the following activities:

- ° Reviews the requests to determine if sufficient information has been provided to initiate a records search;
- ° Acknowledges receipt of requests within statutory time requirements;
- ° Assigns records search and/or review tasks to appropriate Agency components, and provides guidance to them on the interpretation of requesters' queries and on sanitization and release of materials;
- ° Prepares responses to requesters with the assistance of components that maintain the requested records;
- ° Assesses processing fees or waives fees as appropriate;
- ° Processes appeals on denied requests;
- ° Conducts liaison with other Government agencies regarding the processing of requests;
- ° Processes requests for amendment of records in Privacy Act cases where the requester claims our information is inaccurate or should not be in our records at all;
- ° Refers to other originating agencies non-CIA records surfaced during Agency searches for their review and direct response to requesters;

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° Maintains computer index of all formerly classified CIA documents of general public interest which have been released under the FOIA, E. O. 12065 and sometimes under the Privacy Act;

° Maintains Agency's case record containing all official correspondence and other information pertaining to requests; and

° Prepares reports for Congress or other governmental elements as required by law or Executive Order. ☐

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Processing Sequence for FOIA-PA-EO Requests

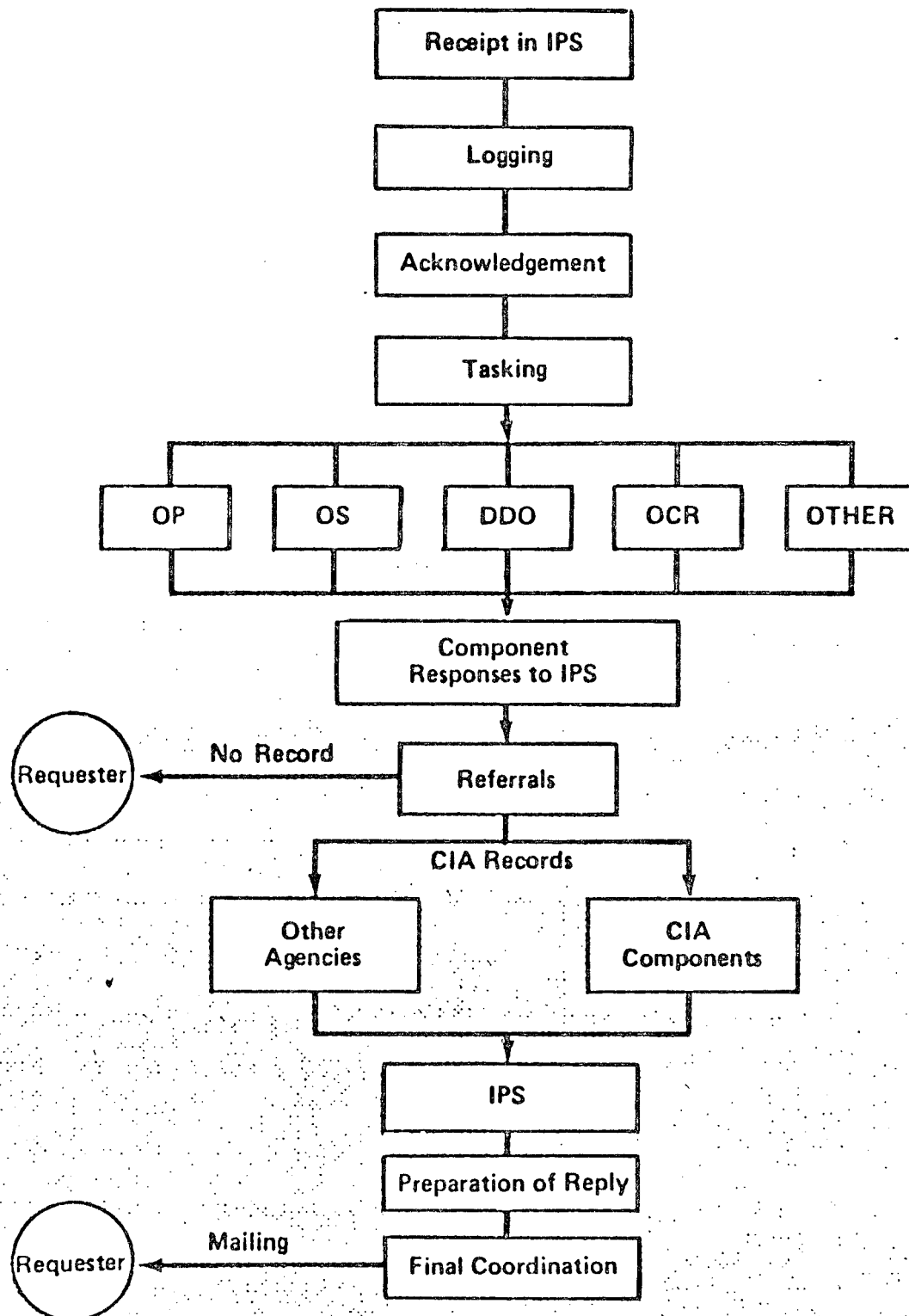


Figure 5

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REQUEST STATISTICS

| | <u>1975</u> | <u>1976</u> | <u>1977</u> | <u>1978</u> | <u>1979</u> | <u>Totals</u> |
|-----------------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <u>FOIA</u> | | | | | | |
| Requests received | 6609 | 761 | 1252 | 1608 | 1306 | 11536 |
| Granted in full | 300 | 148 | 167 | 175 | 214 | 1004 |
| Granted in part | 428 | 562 | 241 | 315 | 201 | 1747 |
| Denied in full | 174 | 122 | 95 | 128 | 149 | 668 |
| Misc.* | 4577 | 523 | 269 | 636 | 642 | 6647 |
| <u>PA</u> | | | | | | |
| Requests received | 552 | 2356 | 3023 | 2136 | 1635 | 9702 |
| Granted in full | 4 | 154 | 195 | 179 | 103 | 635 |
| Granted in part | 3 | 404 | 520 | 568 | 395 | 1890 |
| Denied in full | 0 | 56 | 124 | 121 | 88 | 389 |
| Misc.* | 189 | 1500 | 1559 | 1268 | 1086 | 5602 |
| <u>EO</u> | | | | | | |
| Requests received | 232 | 374 | 568 | 428 | 181 | 1783 |
| Granted in full | 63 | 81 | 156 | 85 | 66 | 451 |
| Granted in part | 88 | 220 | 268 | 105 | 101 | 782 |
| Denied in full | 28 | 37 | 101 | 25 | 36 | 227 |
| Misc.* | 5 | 6 | 11 | 12 | 5 | 39 |
| Total requests rec'd | 7393 | 3491 | 4843 | 4172 | 3122 | 23021 |
| Total requests answ'd | 5859 | 3813 | 3706 | 3617 | 3086 | 20081 |

* Misc. category includes "no record available" and "no CIA record available" responses; canceled or withdrawn requests; requests referred to other agencies; early appeals; and early litigation.

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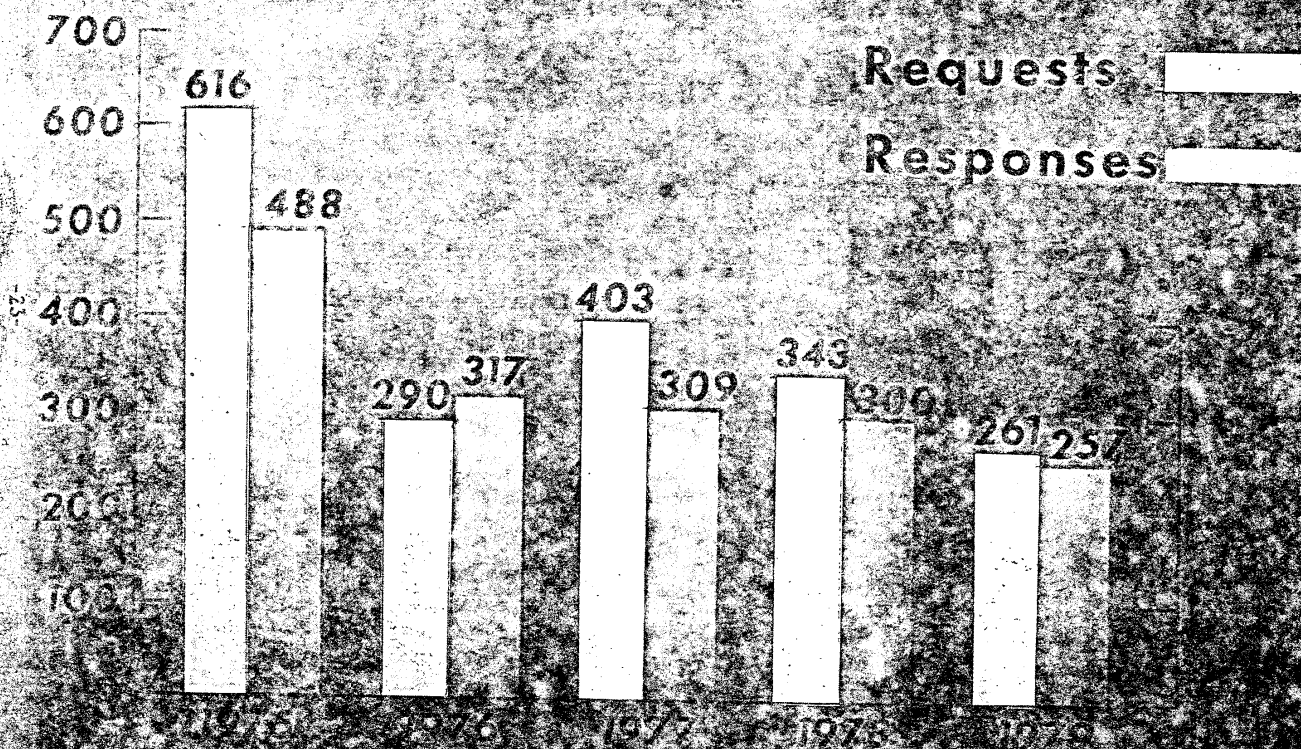
STATISTICS ON APPEALS
INFORMATION AND PRIVACY DIVISION
INFORMATION SERVICES STAFF

| | <u>Appeals Received</u> | <u>Appeals Closed</u> | <u>Backlog Increment</u> | <u>Net Backlog</u> |
|------|-----------------------------|---------------------------|------------------------------|------------------------|
| 1975 | 303 | 178 | 125 | 125 |
| 1976 | 276 | 155 | 121 | 246 |
| 1977 | 185 | 139 | 46 | 292 |
| 1978 | 160 | 73 | 87 | 379 |
| 1979 | 226 | 133 | 93 | 472 ^{1/} |

Note: Records (Appeals/Litigation cases) were originally stored in 1 safe. Now they must be stored in 6 safes and 2 open-shelf storage units in IPD's vault.

^{1/} Figure includes some open appeal cases that are now in litigation.

Monthly Averages 1975-1979



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ORGANIZATION

31 July 1980

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OFFICE OF INFORMATION SERVICES

DIRECTORATE OF ADMINISTRATION

1. Effective 1 August 1980, the Information Services Staff is renamed the Office of Information Services.

2. [] is the Director of Information Services,
and [] is the Deputy Director of Information Services.

3. The Office of Information Services is composed of the following components: Information and Privacy Division, Classification Review Division, Records Management Division, and Regulations Control Division.

DON I. WORTMAN
Deputy Director
for
Administration

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REGULATIONS
CONTROL STAFF

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This Notice Expires 1 April 1981

ORGANIZATION

21 October 1980

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RELOCATION OF THE OFFICE OF INFORMATION SERVICES

DIRECTORATE OF ADMINISTRATION

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1. The Office of Information Services (with the exception of the Classification Review Division and the Information and Privacy Division) will be relocated to the Ames Center Building, 1820 North Fort Myer Drive, Rosslyn, Virginia. Effective dates of the relocation, addresses, and new telephone extensions are as follows:

| | <u>Address</u> | <u>Extension</u> | <u>Effective Date</u> |
|-------------------------------------|-----------------|------------------|-----------------------|
| <u>Office of the Director</u> | | | |
| Director | 1206 Ames Bldg. | | 24 October 1980 |
| Deputy Director | 1206 Ames Bldg. | | 24 October 1980 |
| Executive Officer | 1206 Ames Bldg. | | 24 October 1980 |
| Personnel Officer | 1206 Ames Bldg. | | 24 October 1980 |
| Budget Officer | 1206 Ames Bldg. | | 24 October 1980 |
| Administrative Officer | 1206 Ames Bldg. | | 24 October 1980 |
| <u>Regulations Control Division</u> | | | |
| | 1105 Ames Bldg. | | 24 October 1980 |
| <u>Records Management Division</u> | | | |
| Chief, Records Management Division | 1236 Ames Bldg. | | 6 November 1980 |
| Information Technology Branch | 1236 Ames Bldg. | | 6 November 1980 |
| Records Systems Branch | 1236 Ames Bldg. | | 6 November 1980 |

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2. The Classification Review Division will remain in 211 Key Building, extension

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ORGANIZATION

21 October 1980

3. The Information and Privacy Division will remain at Headquarters Building; the address, extensions, mailing address, and secure telephone extensions are as follows:

| | <u>Address</u> | <u>Black</u> | <u>Mailing Address</u> | <u>Red</u> | <u>Secure</u> |
|---|----------------|--------------|------------------------|------------|---------------|
| Chief, Information and Privacy Division | 1A16 Hqs. | [Redacted] | 1A16 Hqs. | [Redacted] | |
| Appeals and Litigation Branch | 1A16 Hqs. | | 1A16 Hqs. | | |
| Correspondence and Editing Branch | 1A10 Hqs. | | 1A16 Hqs. | | |
| Processing Branch | 1A16 Hqs. | | 1A16 Hqs. | | |
| Registry and Records Branch | 1A16 Hqs. | | 1A16 Hqs. | | |

DON I. WORTMAN
Deputy Director
for
Administration

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